

ABC NURSERY POLICIES AND PROCEDURES**POLICY 36: Intruders**

36.1 An intruder is a person who has not been invited into the nursery, and/or who has no legal right or permission to enter. An intruder may be a person new to the building, which has been either misdirected or is lost and poses no threat to the children or staff. Alternatively an intruder may arouse suspicion as to his/her presence in the building, and may pose a safety hazard.

36.2 Procedure

Any member of staff who observes an intruder in the premises or ground must determine if the person poses a safety hazard or just needs advice, guidance or redirection. If safe to do so the intruder should be asked their name and reason for being there and the manager/Deputy will be informed.

36.3 Non-suspicious Cases

If it is established that an intruder is quite innocent and their authority to be on the premises has been established, then they may be shown or redirected. They must sign the visitor's book when they enter and leave the premises entering their time of entry and exit. If necessary they should be accompanied whilst on the premises ensure that security arrangements have not been breached.

36.4 Suspicious Cases (Possible Safety Hazard)

- Identify yourself to the intruder, politely greet them and question their purpose for being on the premises. Ask a colleague to alert the Manager/Deputy then witness your actions.
- Depending on circumstances and demeanor of the intruder, the Manager/Deputy will make every effort to call the police. If the intruder becomes agitated, displays violence or refuses to co-operate with directions, an attempt will be made to calm and comfort him/her whilst also attracting another member of staff to call the police. Do not attempt to restrain him/her.
- Have regard to the safety of any children present, and if possible evacuate them from the area. Do not panic, act in a calm manner as so not to cause alarm or distress.
- If the intruder attempts to leave, do not prevent him/her from doing so, but carefully note their direction and clothing, and any vehicle they may have. Note the direction they take and alert the police of the circumstances. If the intruder remains until the arrival of the police, inform officers of the circumstances. In the presence of the police, make a firm request for the intruder not to return.
- Review security procedure and make a written report in the Incident Book.

36.5 Intruder Who is Armed or Poses a Serious Safety Hazard

- Alert staff to call the police (999) as soon as possible. Give the operator the location of the intruder, a physical and clothing description and the weapons involved. Advise the operator of your action to safeguard the children and other members of staff, and remain on the line until told to hang-up. Monitor the location of the intruder.
- Evacuate all children from the immediate area, if allowed to do so, and do not approach or engage with him/her. In a hostage situation where children or staff are prevented from leaving the room or area, the first consideration must be to calm the children without creating panic or fear. Try to engage the children in carpet songs or activities, if allowed to do so.
- Attempt to pacify the intruder, and ascertain if possible his/her reasons for being there. Be aware that you will be asked to recall any comments or statements made by him/her.
- Remain calm and do not attempt to disarm the intruder.
- The Manager/Deputy should be aware of the location, description and type of weapon in possession of the intruder, in order that she can appraise police on their arrival.
- All other members of staff and children should remain in their designated room unless otherwise directed by the police.
- There will inevitably be an investigation into the accident, and all staff or other witnesses may be called to recollect what happened.